



USP&FO FOR NM
GPC NEWS

April 2007

GOVERNMENT PURCHASE CARD PROGRAM

ATTENTION ALL BILLING OFFICIALS AND CARDHOLDERS:

🔦 **REMINDER:** Transformation from C.A.R.E. to AxOL (Access On-line) will take place in **July/August** time frame. Requirements to take the Access Online Web-Based Training (WBT),
Deadline will be 15 May 2007. <https://wbt.access.usbank.com>

LOA "LETTER OF AUTHORITY" The LOA must come from the Program Manager through the Billing Official to the cardholder with a copy furnished to the appropriate Property Book Officer. Once the item is received, the PBO will register the item on the appropriate Property Book. LOA is used in conjunction with cases where valid obligation documents such as orders, contracts, or other specific obligation documents are not available. LOA will be forwarded to the issuing office within five (5) days after the GPC Billing has been received and reconciled.

BILLING OFFICIALS:



1. Have you initiated a DD Form 577? One for your files and one for GPC Files w/Purchasing & Contracting.
2. Do you know where your cardholders use their cards?
3. Did you know one of your responsibilities is to notify the GPC Manager when one of your cardholders transfers, retires or moves?
4. Are you up to date on your Refresher GPC Training? Every two years is the policy. If, your last training was 2005 you are due to take the DAU Government Purchase Card Refresher Training -CLG 004.

www.dau.mil

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CARDHOLDERS:

1. Are you up to date on your Refresher GPC Training? Every two years is the policy. If, your last training was 2005 you are due to take the DAU Government Purchase Card Refresher Training -CLG 004.
www.dau.mil
2. When you enter your username and password more than 2 times the US Bank system will lock you out. You can call Customer Service at 1- 888-994-6722 to request access.
3. Where do you keep your GPC card? Not your wallet or purse! You must secure your card in a safe locked cabinet or safe.

ATTENTION: The Billing approvals and certification is changed from 7 days to 5 days.



**Deadline to
approve & certify
accounts 24 April**

Upcoming Events:

The next GPC Training Course for **first time** Billing Officials and Cardholders will be conducted at **0830 hrs, 2 May 2007** at the USP&FO Classroom. Attendees need contact GPC Manager before attending course for further instructions. Program Managers are invited to attend this very informative course.

Site Visits by the GPC Manager have started. Surveillance Checklist Guidance will be utilized and appointments will be set-up between GPC Manager, Billing Official and Cardholder.

Point of Contact for additional information:

SGM Theresa Rougemont, USP&FO GPC Alternate A/OPC (GPC Manager)

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**Have you done
your taxes?
Deadline 17Apr07**

